

Sutton School Principal

General Directorate
CC 25-01-01

The Sutton School is unique in Quebec! It welcomes 304 students (including 239 Val-des-Cerfs students and 65 ETSB students) from kindergarten to grade 6 and combines a French and an English school. It is legally linked to the Centre de services scolaires du Val-des-Cerfs (CSSVDC) and the Eastern Townships School Board (ETSB), which means that the two entities must work together to manage the school.

Position : School Principal
Assignment : Sutton School
Status : Regular full-time position
Start date to be determined with the CSSVDC general directorate.

Nature of the work

The job of school principal entails responsibility for the management, from both an administrative and pedagogical standpoint, of all the school's programs and resources with a view to promoting the success of all students, in accordance with the Education Act and the responsibilities defined by the school service centre/ school board.

Some characteristic attributions

Reporting to the general director of the Centre de services scolaires du Val-des-Cerfs (CSSVDC), this job includes the following responsibilities:

- Evaluate the needs of the school and define its objectives, taking into account legal provisions as well as the orientations, policies and regulations of the School Service Centre/School Board and the Governing Board;
- Assist the Governing Board in the exercise of its functions and powers, participate in its meetings and implement its decisions;
- Promote dialogue between parents, students, the school team and other stakeholders, and encourage their participation in school life and academic success;
- Participate in the development of CSS du Val-des-Cerfs and ETSB policies and regulations, and ensure their application;
- Promote the school.

Required qualifications

- Bachelor's degree in educational sciences or bachelor's degree in an appropriate field of study, attesting to a university program of at least three year's duration, or hold a non-executive or executive position, with the exception of that of a manager, in a school board;
- Fluency in both French and English;
- Eight years' relevant experience;
- Permanent teaching authorization issued by the Ministry;
- A graduate university program with a minimum of 30 credits in management relevant to the position of school or centre administrator.

The selected candidate will undergo a psychometric evaluation.

Desired profile

- Possessed the ability to harmonize school life between two organizations, demonstrating listening skills, synergy in pooling the resources needed for educational success, and bringing together the various players on his or her team and in the community;
- Demonstrates leadership, with achievements that demonstrate an inspiring vision and a radiant pedagogical culture, even in the context of cohabitation of two organizations;
- Is autonomous, flexible, and highly available;
- Adopts an energizing and unifying approach to teamwork.

Working conditions

- Conditions of employment are those set out in the *Règlement déterminant certaines conditions de travail des cadres des commissions scolaires et du Comité de gestion de la taxe scolaire de l'île de Montréal*;
- Annual salary between \$84 101.00 and \$112 133.00 (class 7);
- Between 30 and 25 vacation days (according to years of continuous service in the education system);
- Eighteen statutory holidays, including 10 days off during the holiday season and 2 floating days;
- Group insurance and defined benefit pension plan;
- Employee assistance program
- Telemedicine services

For further information on the nature of the work and conditions of employment, please refer to the [Règlement déterminant certaines conditions de travail des cadres des commissions scolaires et du Comité de gestion de la taxe scolaire de l'île de Montréal](#).

Procedure for filling the position

Anyone interested in this position and possessing the required qualifications must, **no later than January 24, 2025**, send their curriculum vitae via our website at cssvdc.gouv.qc.ca/emplois, where they will automatically be redirected to Jobillico¹.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

As part of its equal access to employment program, the CSS du Val-des-Cerfs invites women, aboriginal people, people with disabilities and members of visible and ethnic minorities to apply. We also invite all people with disabilities who need to be accommodated in order to meet us for an interview to let us know.

The CSS du Val-des-Cerfs is subject to the application of the *Loi sur la laïcité de l'État* adopted on June 16, 2019.

Delivered in Granby, this **10th** day of January, 2025.

¹ To apply online on Jobillico, please use Google Chrome or Firefox.